

# 46th Annual Christmas Craft Show

H.O. Weeks Center  
Aiken, SC 29803

Friday, December 2nd  
&  
Saturday, December 3rd, 2016

2016  
Food Vendor  
Application  
Enclosed



Christmas Craft Show  
Aiken Parks, Recreation & Tourism Dept.  
H.O. Weeks Center  
P.O. Box 1177  
Aiken, S.C. 29802-1177



# City of Aiken

Post Office Box 1177  
Aiken, South Carolina 29802



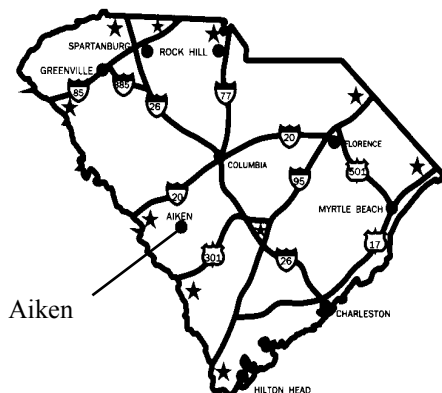
Dear Potential Food Vendor,

Enclosed you will find the application packet for the 46th Annual Christmas Craft Show. Reading all of the rules and regulations found in this packet should help to answer any questions you may have. You will be notified **by mail** if you have been selected for the show. If you need an additional application it can be found online at [www.cityofaikensc.gov](http://www.cityofaikensc.gov). Be sure to read through this packet carefully, even if you are a returning crafter. Once you have read through the packet, **mail the completed check request form, completed and signed application, photo sheet, \$25.00 check for the deposit only, self-addressed and stamped business sized envelope, copy of your driver's license, and typed menu with pricing information no later than September 1st.** Your application will not be processed if any of these items are missing. The application booklet is yours to keep for reference prior to the show. Should you have any questions concerning the show or your application packet, contact me via e-mail at [rgaines@cityofaikensc.gov](mailto:rgaines@cityofaikensc.gov) or by phone at (803) 642-7631.

Sincerely,

**Rasheka Gaines**

Recreation Program Coordinator  
City of Aiken Parks, Recreation & Tourism Dept.  
Fax (803) 642-7631  
[sradford@cityofaikensc.gov](mailto:sradford@cityofaikensc.gov)



**DEADLINE**  
**SEPTEMBER 1, 2016**  
Late Fees Will Be Assessed  
After 9/1/2016

If you are a past Christmas Craft Show Vendor, location requests will be taken into consideration, but you may not be assigned to the same location you had before and past participation does not guarantee entry. (see page 3 instructions)

\*Keep this page for reference

# Rules & Regulations

## APPLICATION

- The postmark on a submitted application is the sole determination of meeting the deadline.
- All accepted vendors are required to attend the show. If you have an emergency and cannot attend the show, call the PRT Department at (803) 642-7631 or email us at [sradford@cityofaikensc.gov](mailto:sradford@cityofaikensc.gov) to notify the staff. Whenever possible, give several days notice so that your space may be filled. No re-funds.
- Photos submitted with applications may be compared to your food items any time before or during the show. The City of Aiken reserves the right to ask vendors to leave the show if the photos do not match the food being sold.
- There will be no rain date. A registration is a commitment to the show and no refunds will be made.
- The submittal of an application and deposit is not a guarantee of acceptance in the show. This is a juried show and the Parks, Recreation & Tourism Department reserves the right to refuse acceptance of any application. To insure greater variety and opportunity for vendors and customers, a limited number of vendors will be accepted for each food category. The decisions on acceptance into the craft show and the placement of booths/trucks is determined by the PRT staff and jury members. All decisions are final. Past participation does not guarantee entry.
- Pepsi is a sponsor of the City of Aiken PRT. All bottled soft drinks sold at the CCS must be Pepsi products, including water.
- Include completed check request form, completed and signed application, photo sheet, \$25.00 check for the deposit only, self-addressed and stamped business sized envelope, and typed menu with prices.

## BOOTH

- All food vendors MUST be set up by 8:30PM on Thursday, December 1st. You may not remove your booth/truck until the end of the show on Saturday. If you are not set-up at the designated time you will be charged a \$30 fine. This fine must be paid upon checking out, or you will be removed from the mailing list.
- Vendors are to bring enough food to sell both days of the show. **No vendor is to breakdown their booth early.** Anyone who breaks down their booth early or does not show up for the event will be removed from the mailing list.
  - Canopies and tents, including any connecting wires or stakes, MUST be totally contained within the crafter's assigned space. If you are using a tent or canopy, you must use stakes or weights to make sure it stays anchored.
  - City of Aiken PRT reserves the right to relocate a booth if safety becomes an issue
  - A vendor may not sell a space or any part of a space.
  - Vendors must use **SILENT** generators. The City of Aiken does not provide generators for use.

## FACILITY

- All doors to the Weeks Center will remain locked until 7:00am on Friday and 8:00am on Saturday. This is for the protection of all crafters and the PRT Department. All vendors must check in at the front desk prior to setup.
- Food vendors are not allowed inside the center.
- All crafters must park in the lot behind the Weeks Center during show hours. The front parking lot is for customers.
- Security will be provided Thursday and Friday nights. However, the City of Aiken will not be held responsible for loss or damage for any reason.
- **No pets are allowed inside the building**

# Instructions

- Submit your completed check request form, completed and signed application, photo sheet, \$25.00 check for the deposit only, self-addressed and stamped business sized envelope, a typed copy of your menu with prices, and proof of insurance no later than September 1st. Hand delivered applications will not be accepted.
- Applications will not be processed if any items are missing.
- Applications postmarked after September 1st will not be considered and will be returned.
- **A deposit check of \$25 only is required for each application, and is receipted and deposited the day your packet is opened.** This **DOES NOT** guarantee entrance into the show. If you are not accepted into the show, your deposit will be refunded to you. If you **ARE** accepted into the show, your deposit will be applied to the balance remaining from the total cost of the booth space. **We will not accept a check for the full amount until you have been accepted.**
- Fill out your name and full address on the check request form (page 6) where highlighted yellow. You must also sign the check request form beside 'Payee's Signature' also highlighted in yellow, your application cannot be processed without this. Do not include an account number or any additional information on the check request form.
- If accepted to the show, your balance is due no later than **November 1st** via cash, check, or money order. If your balance is not paid by November 1st, you will forfeit your spot. Past participation does not guarantee entry.
- You may request a space with the understanding that there is **NO GUARANTEE** that you will receive your requested space, even if you had that spot last year. Past participation does not guarantee acceptance.
- All information other than the application, photos, check, check request, and self addressed stamped envelope should be kept for reference.
- Mail to: Christmas Craft Show, City of Aiken PRT Department  
Attention: Sam Radford, P.O. Box 1177, Aiken, S.C. 29802
- Acceptance/denial notifications and receipts will be mailed no earlier than September 26th, 2016.

## Photos

**\*\*The most important part of your application to the 2016 Christmas Craft Show\*\***

The jury cannot physically examine your food products so they must rely on your photos. Send four (4) quality photos on photo paper that represent all work to be sold. Do not send any more than four. The four required photos must be submitted with the application (whether or not crafter has been in previous shows).

No exceptions. Photos will not be returned. Attach photos to the last page of application.

1. A photo of the vendor booth. Make sure it shows the quality of your booth/truck/tent.
2. A second photo of the booth, different than the first, taken from another angle or from inside.
3. A photo of your food product.
4. A second photo of your food product.

**\*Keep this page for reference**

# GENERAL INFORMATION

<b>LOCATION:</b>	Weeks Center 1700 Whiskey Road Aiken, South Carolina						
<b>DATES &amp; TIMES OF SHOW:</b>	Friday, December 2nd 9:00a.m. – 5:00p.m. Saturday, December 3th 9:00a.m. – 5:00p.m.						
<b>SET UP DAY &amp; TIME:</b>	Thursday, December 1st 10:00a.m. - 8:30p.m. Friday, December 4th 7:00am to 8:30am						
<b>SPACE SIZE</b>	Standard 12 x 12 Larger spaces are available for an additional fee (see entry fee section)						
<b>ENTRY FEE</b>	<p><u><b>ALL</b></u> applications require a \$25 deposit mailed in with the application, which will be receipted and deposited the day your packet is opened . <b>This does not guarantee entry to the show.</b> If you <u><b>are not</b></u> accepted into the show your deposit will be refunded to you. If you <u><b>are</b></u> accepted into the show, the deposit will be applied to your remaining balance.</p> <p><u>For a 12 x 12 space:</u></p> <p>\$100.00 for Aiken CITY residents \$140.00 for all others</p> <p>Aiken City residents are given a lower rate on booth spaces because they pay Aiken City taxes which help support the facility at which the show is held.</p> <p><u>If you need a space larger than 12 x 12:</u></p> <p>\$0.80 per sq. foot for Aiken CITY Residents \$1.10 per sq. foot for all others</p> <p><u><b>FOR EXAMPLE:</b></u> If you are <b>not</b> an Aiken City resident and your trailer is 12 x 14:</p> <table> <tr> <td>Multiply length x width</td> <td>12 x 14= 168</td> </tr> <tr> <td>Multiply 168 by 1.10 (non resident fee)</td> <td>168 x 1.10=184.80</td> </tr> <tr> <td colspan="2">You would owe \$136.08</td> </tr> </table>	Multiply length x width	12 x 14= 168	Multiply 168 by 1.10 (non resident fee)	168 x 1.10=184.80	You would owe \$136.08	
Multiply length x width	12 x 14= 168						
Multiply 168 by 1.10 (non resident fee)	168 x 1.10=184.80						
You would owe \$136.08							
<b>TAXES AND HEALTH REGULATIONS</b>	All vendors are responsible for reporting applicable sales tax according to federal and state tax laws. You are responsible for meeting all state and local health codes. Contact the appropriate offices for information.						
<b>POWER</b>	Power will not be provided. You are responsible for providing your own power source. If your set-up requires power, generators must be gas powered. Generators must be silent.						

## CHECK REQUEST

PAYABLE TO:

Please print your name, address, city, state, and zip code in here.

TOTAL REQUESTED:

General Fund

\$ N/A

Mail check as above: ☒ Return check to: \_\_\_\_\_

ACCOUNT NUMBER:

AMOUNT:

Is there special holding or depreciation funds available? Yes \_\_\_\_\_ No ☒

Does this require a fixed asset sheet? Yes \_\_\_\_\_ No ☒

REFUND ☒ SERVICES RENDERED \_\_\_\_\_ OTHER \_\_\_\_\_

REMARKS:

Refund of Christmas Craft Show Deposit.

Please sign and date next to where it states  
Payee's Signature.

PAYEE'S SIGNATURE:

PERSON COMPLETING THIS CHECK REQUEST: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT HEAD APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

ASSISTANT MANAGER'S SIGNATURE: \_\_\_\_\_

(IF OVER \$2,500.00)

\*\*Check requests are received in the Finance Department by 10 am on Tuesdays and Thursdays are processed and ready at 4:30 on these days. If there is a problem with the account number, insufficient documentation or lacks proper approval, it will be returned to your department immediately\*\*

\*Return page with application

# Food Vendor Application Form

## 46th Annual Christmas Craft Show

City of Aiken Parks, Recreation & Tourism Department

P.O. Box 1177

Aiken, SC 29802

(803) 642-7631

Fax (803) 642-7639

www.cityofaikensc.gov

**Please TYPE or PRINT clearly, filling in ALL information including ZIP and AREA codes.**

Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Home Phone: (        ) _____	Mobile Phone: (        ) _____	
Work Phone: (        ) _____	Fax Number: (        ) _____	
Email: _____		
Website (no photos required) : _____		
Description of Food to Be Served: _____ _____		
List Shows Previously Attended: _____		
<b>I have read and agree to abide by the rules and regulations contained in the attached application packet and to meet all health requirement to sell food at this show.</b>		
Signature: _____		Date: _____

<u>Booth Fee Aiken City Resident</u>	\$100.00	\$ _____
--------------------------------------	----------	----------

<u>Booth Fee All Others</u>	\$140.00	\$ _____
-----------------------------	----------	----------

Custom Square Footage Booth (larger than 12 x 12)	varies	\$ _____
---	--------	----------

<b>Total Due</b>		\$ _____
------------------	--	----------

<b>Total Due less deposit (will be your balance remaining if accepted)</b>	-\$25.00	\$ _____
--	----------	----------

**Make check payable to City of Aiken**

**ONLY your \$25 deposit is due at this time**

Did you include (please initial by each one):

- Completed Check Request Form (page 6) \_\_\_\_\_
- Completed and signed application (pages 7&8) \_\_\_\_\_
- Four quality photos stapled to the photo sheet page 8) \_\_\_\_\_
- \$25 Deposit Check made out to City of Aiken \_\_\_\_\_
- Self addressed, stamped, business sized envelope \_\_\_\_\_
- Menu \_\_\_\_\_

\*Return page with application

## Photo Display Sheet— Overlap Photos

Staple ONE booth/truck photo here  
to show the quality of your booth/truck/tent

Staple ANOTHER booth/truck photo here  
\*different than the first\*  
taken from another angle or from inside.

Staple ONE photo of your food product

Staple ANOTHER photo of your food product  
\*Different from the first\*

**DO NOT GLUE** your pictures.  
This page should have **FOUR** total photos stapled to it.  
**ALL** photos must fit on this page. It is OK if they overlap.

Applicant certifies that the submitted photos accurately depict applicant's food products and booth/truck which they will be sold out of. By placing my signature below, I agree to be bound by the Christmas Craft Show rules, regulations, and procedures.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_